

# Justice Bulletin

## Montana Board of Crime Control

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*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO 201408 Helena, MT 59620-1408  
(406) 444-3604 FAX (406) 444-4722 TTY 444-7099*

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### Request for Proposals (RFP)

#### **#08-01(U) Enforcing Underage Drinking Laws (EUDL)**

New subgrantees must register online at [mbcc.mt.gov](http://mbcc.mt.gov)  
at least five (5) days prior to submitting the online application.

**Proposal Deadline: January 28, 2008**

**Project Dates: July 1, 2008, to June 30, 2009**

## **I. Introduction**

The Montana Board of Crime Control (MBCC) is soliciting proposals to implement the Federal Enforcing Underage Drinking Laws program. Funding for this program comes from the Office of Juvenile Justice and Delinquency Prevention of the Federal Department of Justice. The purpose of the program is to provide funding for the enforcement of underage drinking laws and for coordinated community responses to the reduction of youth alcohol access. Approximately \$332,500 will be available. The total eligibility period is 12 months, depending on availability of federal funds (possible continuation for an additional 36 months, depending on availability of federal funds). Applications for continuation funding must be submitted annually.

**Note:** Funds may not be actually available for local projects on July 1<sup>st</sup> because of the federal distribution schedule. Applicants must plan for that contingency.

## **II. Eligibility**

Eligible applicants include law enforcement agencies, DUI Task Forces, tribal governments, units of local governments, and non-profit organizations.

**Private nonprofit agencies must document their nonprofit status.**

## **III. Purpose of Funds**

The goal of this initiative is to support and enhance state efforts, in cooperation with local jurisdictions, to enforce laws prohibiting the sale or the consumption of alcoholic beverages by minors through increased law enforcement/youth task forces, public advertising, media campaigns, education, training on alcohol sales, and innovative programs that combat underage drinking.

**For the purposes of this program, minors are defined as individuals under 21 years of age.**

**Allowable Activities:**

Reduce third party sales by increasing enforcement of current laws regarding sales to minors (Law Enforcement -compliance checks);

Public advertising programs to educate establishments about statutory prohibitions and sanctions (Coalitions/Community Groups/Alcohol Task Force to educate public); and

Innovative programs to prevent and combat underage drinking (such as Shoulder Taps, Party Patrol/Rolling Parties, Saturation Patrols, Keg Registration, and Alcohol Retail Sales Education/Training).

**STATEWIDE STRATEGY****Priority Projects**

The following priorities were established for funding with the EUDL block grant:

- Successful applicants for Enforcing Underage Drinking Laws funding must demonstrate collaboration within their community;
- Evidence of this collaboration may be in the form of a Letter of Support (LOS) or Memorandum of Understanding (MOU). LOS or MOU must specifically cite what kind of support/service is being offered, such as office space, volunteer time, participation in planning, or other appropriate services.
- Comprehensive projects that involve more than one strategy for the reduction of consumption of alcohol by youth;
- Perform reasonable number of compliance checks; and
- Projects with evaluation plans that are the basis for quarterly reporting

**Goal**

To support and enhance statewide efforts, in cooperation with local jurisdictions, to enforce laws prohibiting the sale and consumption of alcohol by minors through increased enforcement, public advertising, media campaigns, education, training on alcohol sales, and innovative programs that combat underage drinking.

**Objective 1: To involve youth in local law enforcement activities and community coalitions in reducing sales of alcoholic beverages to minors by June 30, 2009.**

Implementation

Target establishments suspected of a pattern of violations of state laws governing the sale and consumption of alcohol by minors through local law enforcement and prosecutorial agencies. Communities will implement a group, coalition, or local task force focused on the prevention of underage drinking program if one is not

already established. Each community will include minimum of one youth to be an active participant in the prevention of underage drinking program.

Within local communities, partnerships among the following agencies have developed to promote enforcement and education of underage drinking laws: local police departments or county sheriff's offices as the enforcement component; Safe Kids/Safe Communities (SKSC) and DUI Task Forces which are subgrantees of the Montana Department of Transportation (MDT) – Safety Division; state-approved chemical dependency treatment programs/prevention specialist, which are contracted through the Addictive and Mental Disorder Division (AMDD) – Montana Department of Public Health and Human Service (MTDPHHS) using SAMSHA funding; and other local coalitions that partner with the above agencies.

#### Federal Required Performance Measures for Objective 1

- Number of youth involved with law enforcement on underage drinking operations.
- Number of youth actively involved in subgrantee/coalition activities or underage drinking prevention. Active involvement includes, but is not limited to, participation in compliance checks, a task force, board of directors, committee, or subcommittee.

#### **Objective 2: To educate establishments, youth, and the public about statutory prohibitions, sanctions, and health consequences of underage drinking in the local communities by June 30, 2009.**

##### Implementation

Inform the public about the health and legal consequences of underage drinking for the purpose of promoting the reduction of underage drinking. In addition to educating alcohol establishments, the subgrantees, along with youth involvement and the subgrantees' respective partners, educate youth, parents, and the public through local media/advertising programs using billboards, radio, television, brochures, classroom presentations, and any other means.

Educate alcohol establishments using the Department of Revenue's (DOR) "Let's Control It" curriculum, presenting the information through the following agency partnerships: local police departments or county sheriff's offices as the enforcement component; Safe Kids/Safe Communities (SKSC) and DUI Task Forces which are subgrantees of the Montana Department of Transportation (MDT) – Safety Division; state-approved chemical dependency treatment programs/prevention specialist, which are contracted through the Addictive and Mental Disorder Division (AMDD) – Montana Department of Public Health and Human Service (MTDPHHS) using SAMSHA funding; and other local coalitions that partner with the above agencies.

## Federal Required Performance Measures for Objective 2

- Number of local community coalitions (along with subgrantee) involved in the statewide and local underage drinking media campaign;
- Number of local underage drinking media campaigns aimed at adults;
- Number of local underage drinking media campaigns aimed at youth; and
- Number and type of earned media (press releases, letters to the editors, interviews for radio and television, op-ed articles, articles published in printed media, and press conferences) generated by the EUDL grant.

### **Objective 3: To implement innovative programs to prevent and combat underage purchase and consumption of alcoholic beverages in the local communities by June 30, 2009.**

#### Implementation

Innovative programs include merchant training (see Objective 2 for partners); the use of local law enforcement to perform party patrols for the purpose of locating underage drinking parties; the use of local law enforcement to perform alcohol establishment walk-throughs to check IDs for underage drinkers; training at the National Conference for subgrantees; statewide youth task force; coalition members, and any other activity to promote the reduction of underage drinking and education of the health and legal consequences resulting from underage drinking.

*Note: The Department of Revenue – Liquor Division provides merchant training curriculum “Let’s Control It” statewide. As a result of the partnerships among the different agencies, MBCC, MDT, AND AMDD-MTDPHHS met with DOR and agreed to consistently adopt and present DOR’s “Let’s Control It” curriculum to alcohol establishments statewide. The DOR issues certificates to participants after completion of the course. The DOR assists in training the above agencies subgrantees when requested, and approves all presentations to make sure the presentations follow the “Let’s Control It” curriculum.*

*If the subgrantee performs Alcohol Merchant Retail Sales Training, the subgrantee must use the approved DOR curriculum. If the subgrantee needs training approval, contact **Jason Wood, Unit Supervisor, Liquor Licensing, Department of Revenue, 406-444-0711.***

### Federal Required Performance Measures for Objective 3

- Number of underage drinking enforcement activities not currently implemented at the community level;
  - Number of subgrantee personnel and youth who attended the National Leadership Conference relating to the prevention of underage drinking;
  - Number of compliance checks performed by subgrantees versus the percent of alcohol retailers in compliance with the law;
  - Number of alcohol establishment walk-throughs performed by subgrantees and IDs checked versus the number of underage drinkers;
  - Number of party patrols performed versus the number of party incidents reported or located;
  - Number of MIP citations issued by subgrantees' local law enforcement;
  - Number of training seminars provided for alcohol merchants, including the number of participants; *If subgrantee partners with other community coalition/entities to perform this activity, subgrantee must include the data in the report.*
  - Number of training seminars provided to law enforcement officers regarding how to perform compliance checks and related underage drinking activities; and
  - Number of subgrantees that incorporate innovative data gathering or evaluation component to their underage drinking enforcement operations.
- Note: Refer to Subgrant Application Guidelines, Section 4 – Project Narrative, F. Evaluation and Internal Assessment.*

### **IV. Needs Assessment**

Applicant must include in their needs assessment the following information:

- a. The service area (i.e. town, city, 30-mile radius of a city, county, or multiple counties).
- b. Approximation of youth population targeted in the service area.
- c. The number of alcohol licenses issued in the service area. Break out by bars/alcohol establishments, restaurants that serve alcohol, liquor stores, grocery stores, and beer distributors.
- d. Approximate number of Minor in Possession (MIP) citations issued in the last current year (July 1, 2006 through June 30, 2007) for the service area.
- e. Approximate number of Minor in Possession (MIP) convictions in the last current year (July 1, 2006 through June 30, 2007) for the service area.
- f. You may reference data from the 2007 Prevention Needs Assessment Survey or 2006 Youth Risk Behavior Survey for **your community data only**, not statewide.

## **V. Late Applications**

1. New project applications that are received past the due date will not be considered during the current cycle.
2. The first late submittal for continuation project applications will require appearance before the Application Review Committee of the Board of Crime Control to request consideration. According to MBCC policy, the second late submittal requires the application be returned and not considered during the current cycle.

## **VI. Match**

No match is required for the Enforcing Underage Drinking Laws Grant Award.

## **VII. Funding Period**

Projects must begin July 1, 2008 and conclude on June 30, 2009.

According to MBCC policy, recipients of funds may request continuation funding. The maximum funding of projects is 48 months depending on federal funds available. Applications must be submitted each year as directed by the RFP. Funding in one year **does not guarantee** funding in a subsequent year.

## **VIII. Limitations of Fund Use**

Review this list carefully. If you have questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines (Department of Justice allowable rate is \$450 per 8-hour day without additional approval), Office of Management and Budget Cost Principles A-122, A-87, or A-21, and state policy.
6. Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. For more information go to [mt.gov/doa](http://mt.gov/doa), click on resources, click on State Travel Information for travel policy/hotel listings. You may call Glenda Grover, Accountant, at 406-444-2085 for instructions regarding in-state or out-of-state travel.
7. Indirect costs are not allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to the fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable.

11. Funds may not be expended or obligated prior to July 1, 2008.
12. Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate. Call Glenda Grover, Accountant, at 406-444-2085 for the allowable state rate.
13. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

*Note: Agencies receiving \$500,000/year or more in total federal assistance will be required to have an audit performed in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.*

## **IX. Application Requirements**

1. See Section IV Needs Assessment.
2. Submit quarterly narrative, data, and financial reports in the prescribed format according to MBCC time frames.

## **X. Special Requirements**

**All successful applicants for grant award funds from MBCC must agree to the following:**

1. **Required Federal Performance Measures** under Section III Purpose of Funding, Objectives 1, 2, and 3. All projects accepting funds from this source must agree to provide this information.
2. New applicants or new project personnel must include a budget line item (approximate cost \$200) for travel to the Montana Board of Crime Control's Grant Management workshop. This training is to target personnel who work directly in the program and fiscal area of this project, and who have not previously attended a session. The workshop is usually scheduled in August or September. It is anticipated we will have one workshop.
3. Applicants include travel for a minimum of one program person and one youth to attend training to the Enforcing of Underage Drinking National Conference (approximate cost of \$1500 per person). Due to reduction in federal award, travel is limited.

## **XI. Uniform Crime Reporting**

**If the grant is for a law enforcement agency, the law enforcement agency must report Uniform Crime Data to the Board of Crime Control.** The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit a Memorandum of Understanding (MOU), and the Board will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Jimmy Steyee at (406) 444-4298, [jsteyee@mt.gov](mailto:jsteyee@mt.gov).

Juvenile probation offices must participate in the Juvenile Probation Information System (JPIS) which is Assessment.com Screening and Risk Assessment System.

Agencies needing crime data to complete their applications can request the information at [mbcc@mt.gov](mailto:mbcc@mt.gov).

## **XII. Selection Process**

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Prevention Committee of the MBCC for their recommendations.

The Application Review Committee of the Board will review proposals during their February 2008 meeting. Immediately following the review of the applications by the Application Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board.

The MBCC Board will review all of the Prevention Committee's recommendations and make the awards.

## **IX. Awards and Appeal**

If an application is recommended for denial, the applicant may appeal the recommendation to the full Board if there are substantive reasons. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting.

***Board actions are passed on to the successful applicants immediately following the Board meeting.***

## **XIV. Application Procedures**

All subgrantees must register online at [mbcc.mt.gov](http://mbcc.mt.gov) at least five (5) days prior to the January 28, 2008, application deadline. To register, select Grants, then Online Application. Registration instructions are available at the same site under Online Application Instructions. The MBCC email address is [mbcc@mt.gov](mailto:mbcc@mt.gov).

**Assistance:** If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff:

Fiscal Staff  
Glenda Grover  
Don Merritt

Phone  
444-2085  
444-2076

Program Staff  
Julie Fischer

Phone  
444-2056



**Application Check List:** Please refer to this checklist before submitting your application.

<input type="checkbox"/> Face Sheet	Online
<input type="checkbox"/> Executive Summary	Online
<input type="checkbox"/> Project Budget	Online
<input type="checkbox"/> Budget Narrative	Online
<input type="checkbox"/> Project Narrative	Online
<input type="checkbox"/> Special Assurances and Conditions	Online
<input type="checkbox"/> Signature Page	Online AND mail original
<input type="checkbox"/> Nonprofit Status	Mail
<input type="checkbox"/> Letters of Support	Mail original

**Mail original copies of the signature page, letters of support, and documentation of nonprofit status to the following address:**

Montana Board of Crime Control  
3075 North Montana  
PO Box 201408  
Helena, MT 59620-1408

**Deadline(s).** Applications for **RFP #08-01(U) Enforcing of Underage Drinking** must be submitted online on or before **January 28, 2008, at 5 pm.** Applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

**Receipt Verification.** All applicants will be informed in writing that their application has been received and will be assigned a grant number and an MBCC contact person.

<b>Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099.</b>
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